

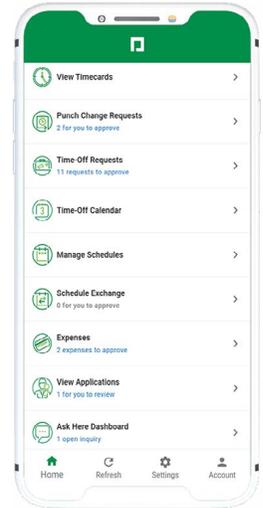
Show Me How

to Approve Shift Exchanges

SCHEDULING

STEP 1

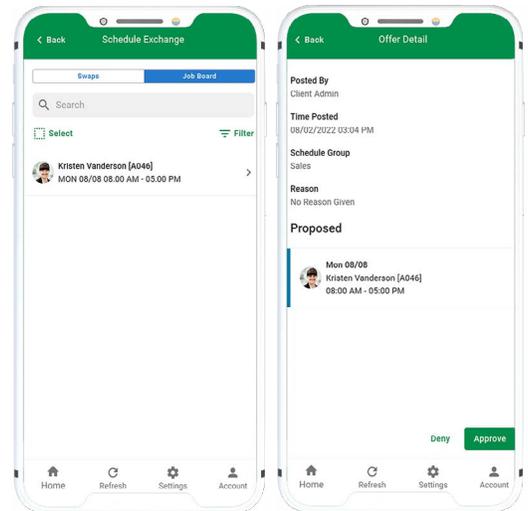
From Manager on-the-Go[®], tap "Schedule Exchange."



STEP 2

Tap an employee to review details, then tap "Approve" or "Deny."

You may also approve or deny a swap by swiping on the employee.



MANAGERS

Visit the Help Menu for the most up-to-date version of this guide.